



Certified Survey Map Application Submittal Requirements, and Procedures

Community Development Depart.
203 South Farwell Street
Eau Claire, WI 54702-5148
Phone: (715) 839-4914
Fax: (715) 839-4939

PROJECT INFORMATION

Date of Application:	Review Fee: \$ _____ (See Fee Schedule)
CSM Name:	
Project Description Narrative: (attached a more detailed description if necessary)	
Current & Proposed Zoning:	Acres: Phasing:
Number of Proposed Lots:	Number of Proposed Dwelling Units:
Previous Development Applications for the site:	

PROPERTY INFORMATION

Location: (Address or General Description)
Existing Legal Description or Parcel Number: (attached if lengthy)

APPLICANT INFORMATION

Name:	
Business:	Title:
Address:	
Phone Numbers:	
Fax Number:	Email:

OWNER INFORMATION (if different than applicant)

Name:	
Business:	Title:
Address:	
Phone Numbers:	
Fax Number:	Email:

SIGNATURES

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and State Statutes as amended, at such time as it is determined to be complete. The City will notify the applicant of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for delaying or denying this application.

Applicant Signature:	Date:
Owner Signature:	Date:

*******OFFICE USE*******

File No.:	Date Filed:
Address Assigned: (if new construction)	
Zoning:	No. of Units:
Class Const.:	
No. of ERU:	
Plan Commission Meeting: _____ Approved () Yes () No ____ initials	
City Council Meeting: _____ Approved () Yes () No ____ initials	

For Treasury Use #2423



Certified Survey Map Submittal Requirements

SUBMITTAL CHECKLIST

<input type="checkbox"/> 1.	Completed application form and fee paid to the City of Eau Claire;
<input type="checkbox"/> 2.	The subdivider or developer shall submit a certified survey map as defined in chapter 236, Wisconsin Statutes, accompanied by plans for required improvements. This certified survey map shall contain all information required on a preliminary plat as specified in this title and Chapter 236.34 & Chapter A-E 7, Wisconsin Statutes.
<input type="checkbox"/> 3.	Government Lot, Quarter-Quarter section, Section, Township, Range, and City of Eau Claire, Eau Claire/Chippewa County, Wisconsin
<input type="checkbox"/> 4.	Owner's Name.
<input type="checkbox"/> 5.	Date of Map.
<input type="checkbox"/> 6.	Surveyor's signature, stamp and certificate.
<input type="checkbox"/> 7.	North arrow and Bearing reference.
<input type="checkbox"/> 8.	Graphic scale (Not more then 500 feet to an inch).
<input type="checkbox"/> 9.	Legend of Monuments (Type, outside diameter, length, weight per lineal foot).
<input type="checkbox"/> 10.	Bearing and distance of all lot lines and meander lines.
<input type="checkbox"/> 11.	"Recorded As" bearings and/or Distances.
<input type="checkbox"/> 12.	Curve Information; radius, central angle, arc length, chord length, chord bearing, tangent bearings.
<input type="checkbox"/> 13.	Easements.
<input type="checkbox"/> 14.	Sewer and Water availability.
<input type="checkbox"/> 15.	High Water/Flood Plane information.
<input type="checkbox"/> 16.	US Government Land Corner Tie.
<input type="checkbox"/> 17.	Lot or Outlot Number (Lot 1 existing buildings).
<input type="checkbox"/> 18.	Adjacent right of way & easement width and street names.
<input type="checkbox"/> 19.	Centerline of all streets.
<input type="checkbox"/> 20.	Areas in square feet of each Lot and Outlot.
<input type="checkbox"/> 21.	Names of adjoining subdivisions.
<input type="checkbox"/> 22.	Adjoining streets and subdivisions shown underscored.
<input type="checkbox"/> 23.	Owners' and Mortgages' Certificates for Dedication of streets or public areas.
	Submit to the Department of Community Development at least (4) scale CSM copies at 8½" by 14", (1) electronic PDF file of all information and submit, if lengthy, an electronic (Word for Windows) version of the complete legal description of the property(s). See below for other required copies:
	If applicable, an additional copy shall be provided in each of the following cases:
	a. (1) If project lies within a DNR Shoreland District or Floodplain
	b. (1) If project lies adjacent to a Township
	c. (1) If project is adjacent to a Eau Claire County Road or County State Aid Highway
	d. (1) If project is adjacent to a WIS/Dot State Highway/Interstate



Certified Survey Map Procedures

PROCEDURES

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|-----------------------------|---|
| <input type="checkbox"/> 1. | Within 30 days of receiving copies of the certified survey map of a minor subdivision, the city shall take action to approve, approve conditionally, or reject such map and shall state in writing any conditions of approval or reasons for rejection. |
| <input type="checkbox"/> 2. | Certified survey maps for minor subdivisions which do not contain dedications to the public shall be reviewed and approved in the following manner. Within 5 working days from the date of submission of the maps, unless the time is extended by agreement with the subdivider, the department of community development shall review the map along with the city engineer and shall approve, conditionally approve or reject the map. If the map is approved, the department of community development shall cause to have it so certified on its face and the map returned to the subdivider. If conditionally approved or rejected, the conditions applied or the reasons for rejection shall be so stated in writing and the subdivider notified. Any conditions applied by the department of community development shall be satisfied prior to the recordation of the map. Any decision of the department of community development may be appealed to the plan commission within 15 days from the date of the decision. |
| <input type="checkbox"/> 3. | Certified survey maps for minor subdivisions which contain dedications to the public shall be reviewed in the following manner. Within 10 days from the date of submission of the map, unless the time is extended by agreement with the subdivider, the department of community development shall refer the map along with recommendations to the plan commission. The plan commission shall review the survey map and make a recommendation to the city council. The city council shall approve, conditionally approve, or reject the dedication of streets or other public areas shown on the map. When a certified survey map is conditionally approved or rejected, the conditions applied or the reasons for rejection shall be communicated to the subdivider in writing. Any condition applied shall be satisfied prior to the recordation of the map. If dedications are approved, the subdivider shall enter into any surety bond or other performance contract required by this title prior to recording. |
| <input type="checkbox"/> 4. | The certified survey map, along with all covenants or restrictions placed as a condition of approval by the City shall be submitted to the Register of Deeds for recording within 6 months of the date of approval. Prior to recording, the subdivider shall obtain the signatures on the accompanying certificates as required by Chapter 236.34, Wisconsin Statutes, and covenants or restrictions placed as a condition of approval by the City. The certificate of approval by the city shall be the last signature obtained prior to recording. |